

Program outline workshop I "From career choice to career goal – with a convincing application"

Time	Content
09:00 – 09:30	Welcome Clarification of expectations of the participants, presentation of the program objectives
09:30 – 10:30	Formal aspects of CV and other application documents <ul style="list-style-type: none"> - Achievements - Differences between academic science and industry - Formal requirements, photo - Attachments
10:30 – 10:45	Break
10:45 – 11:10	Cover letter <ul style="list-style-type: none"> - Messages of cover letters - Clear and brief: I can do the job and I will do it
11:10 – 11:30	3 elements of presenting oneself – 90 seconds for an elevator speech <ul style="list-style-type: none"> - Feedback rules
11:30 – 12:30	Presentations Part I (1 – 6) <ul style="list-style-type: none"> - Individual situations - Feedback from the group regarding content and structure, voice and body language Opportunity to watch the own presentation on video
12:30 – 13:30	Lunch Break
13:30 – 14:30	Presentations Part II (7 – 12)
14:30 – 15:00	Talking about my achievements <ul style="list-style-type: none"> - practicing giving examples for strength and competences in an interview
15:00 – 15:15	Break
15:15 – 16:15	Being prepared for an interview <ul style="list-style-type: none"> - Research on the enterprise and the interviewers - Preparation of a list of questions to employers - Dresscode and small talk - Phone interview - Dealing with difficult and awkward questions - How to deal with pressure in interview situations - Preparation of own questions
16:15 – 16:45	Transfer <ul style="list-style-type: none"> - Mock interviews
16:45 – 17:00	Open questions, closing, and feedback